



State of Arizona  
Department of Education

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To: District Superintendents, Charter Administrators, School Principals, State Tutoring Coordinators, and recent High School Tutors

From: Marv Lamer, Ed. D, Associate Superintendent Highly Effective Schools Division  
Nancy Konitzer, Deputy Associate Superintendent  
Stephanie Washington, State Tutor Grant Coordinator

Date: July 9, 2013

Subject: **FY14 State Tutoring Program New Announcement (Fall and Spring Grants).**

**In accordance with A.R.S. 15-241 R: Pupils attending a school assigned a letter grade of D or F or a pupil who has failed to pass one or more portions of the Arizona instrument to measure standards test in grades eight through twelve in order to graduate from high school may select an alternative tutoring program in academic standards . . .**

The program changes reflect the input of Task Force participants and our efforts for continual improvement and appropriate fiscal management. A finite amount of funding is available per round. Please note, when that amount has been encumbered, **ADE will not be able to approve more grants.**

Student Eligibility	<ul style="list-style-type: none"><li>• Freshmen and sophomores who did not pass the 8<sup>th</sup> grade AIMS, or</li><li>• Juniors and seniors who have yet to pass high school AIMS in order to graduate</li><li>• Students attending a school designated as "D" or "F" by the A-F School Accountability Letter Grade System</li></ul>
Tutoring Hours/Group Size	<ul style="list-style-type: none"><li>• <b>Not to exceed 90 hours</b> for each eligible student per semester</li><li>• Maximum <u>group</u> size of (<b>5 students to 1 tutor</b>); a tutor can work with an unlimited <u>total</u> number of students.</li><li>• A tutor can be paid a maximum of <b>75 hours</b> per round/semester of tutoring. Please ensure that the total for all tutors at an LEA does not go over the allocated grant amount/budget.</li></ul>
Tutoring Dates	FALL: August 12, 2013 – December 6, 2013 SPRING: January 6, 2014 – April 11, 2014
Tutor Accounts	Once an on-line account is activated, that tutor <u>may not</u> transfer their account to another district, charter, or approved provider during an active round.

Grant Application Deadlines	<p><u>FALL Grant opens</u>: July 22, 2013 closes September 12, 2013 and <b>must</b> be approved by September 19, 2013.</p> <p><u>SPRING Grant opens</u>: November 25, 2013 closes December 30, 2013 and <b>must</b> be approved by January 6, 2014.</p>	
Allocations	<p>Maximum grant per participating:</p> <ul style="list-style-type: none"> <li>High school with fewer than 500 students needing to pass Math and/or Reading AIMS See Cut Score list at: <a href="#">Cut Score Link</a></li> <li>D/F school under 500 students See link above</li> </ul> <p style="text-align: center;"><b>\$3500</b></p>	<p>Maximum grant per participating:</p> <ul style="list-style-type: none"> <li>High school with greater number of students needing to pass Math and/or Reading AIMS See Cut Score list link at: <a href="#">Cut Score Link</a></li> <li>D/F school above 500 students See link above</li> </ul> <p style="text-align: center;"><b>\$7500</b></p>
Hours Transfer	<p>While all schools listed in the grant application must provide some tutoring, hours/funds can be transferred among participating schools within a district/charter. This is a local decision, so ADE does not need to be informed.</p>	
Schools with State Tutoring and On-site outside providers	<p>If a school offers both a State Tutoring Program and permits outside provider(s) tutoring on-site, the parent of a participating student must choose one: the school's program or one of the approved-providers' programs. If a parent is dissatisfied, he/she can change programs. The new tutor must complete another Certificate of Supplemental Instruction (parent-tutor agreement) and notify the on-site program coordinator. The new tutor will register as a secondary tutor in order to enter data into the online system.</p>	
Grant Process in a nutshell	<ul style="list-style-type: none"> <li>1<sup>st</sup> -Complete a worksheet found in Common Logon; send it as an attachment to <a href="mailto:StateTutor@azed.gov">StateTutor@azed.gov</a> for review.</li> <li>2<sup>nd</sup> -Submit the grant application. See "Grant Process - more details" below.</li> <li>3<sup>rd</sup> -Each participating principal emails Stephanie Washington or Chris Brown at <a href="mailto:StateTutor@azed.gov">StateTutor@azed.gov</a> his/her statement of intent to run a tutoring program, plus their coordinator's name, position, and email address.</li> <li>4<sup>th</sup> -After grant approval, each coordinator emails Stephanie Washington or Chris Brown at <a href="mailto:StateTutor@azed.gov">StateTutor@azed.gov</a> the tutors' names, email addresses, and how each new tutor is qualified in the area they will be tutoring.</li> <li>5<sup>th</sup> -Tutors enter student and session data in online system. See "accountability" section.</li> </ul>	

Example of a grant application for \$7,500

Function Code	Object Code	Amount	Description
<b>Instruction 1000</b>			
Salaries	6100	6206.25	<u>Tutor stipends</u> at \$32.75/hr Alpha and Beta schools
Employee Benefits	6200	1293.75	<u>Benefits without medical</u> for tutors (17.25%)

Optional: Coordinator Stipend

<b>Support Services 2100</b>			
Salaries	6100	170.58	<u>Stipend for a state tutoring coordinator</u> (teacher) at Alpha School
Employee Benefits	6200	29.42	<u>Benefits without medical</u> for coordinator at (17.25%)

**Information in the section that follows was previously stated in last year's correspondence.**

#### Tutor Qualifications

- Tutors **must** be highly qualified teachers as defined by NCLB.
- Tutors **must** provide copies of current HQ Attestations that demonstrate they are HQ as defined by NCLB in reading/language arts, mathematics, or special education.
- Tutor Qualification Exceptions when HQ tutors are not available  
Principals or Providers should use the Tutor Verification form as a guide to determine if each tutor is qualified as an Exception and have transcripts. Documentation must be maintained that sufficient attempts to recruit HQ tutors were unsuccessful.
  - Tutors for grade 7-12 students in mathematics: (a) 12 credits in mathematics and (b) bachelor's degree or college student.
  - Tutors for grade 7-12 students in English or Writing: (a) 12 credits in English/Language Arts and (b) bachelor's degree or college student.
  - Tutors for elementary school K-8 students or older special education students: (a) 12 credits in basic education content courses in English, social studies, mathematics, science and bachelor's degree or (b) enrollees in teacher preparation programs.
  - HQ instructional aide (per Section 1119 of NCLB) employed by a school district or charter school.

### Supplemental Programs – Scheduling Tutoring

- Examples of supplemental programs are those after school, before school, during lunch, weekends, supplemental Fridays, evenings, intersession, pullouts that do not remove students from core classes, AIMS remediation “classes” with no more than 5 students during teachers’ prep times (high school elective credit may be given).
- During non-teaching prep time with principal’s permission.
- Programs may not supplant regular instruction.

### Accountability

- Completed Certificates of Supplemental Instruction are required as the agreement between the tutor and the parent. Key pieces relate to parental contact, the skill/concept to be studied, and principal/administrator acknowledgement. Please use the document found at our website.
- For accountability purposes, the tutor will indicate online if and how that student showed academic improvement in that skill/concept. Written, oral, or other assessments can be teacher-made, district, or standardized tests determined by the tutor.
- The State Tutor fund online system is how the tutor registers students and enters session information. Use of this system is how ADE calculates actual amounts to reimburse the district/charter holder.
- State Board of Education may remove a tutor if he/she fails to meet the stated level of academic improvement (A.R.S. 15-241R) stated in Certificate of Supplemental Instruction.

### Outside Providers

- Outside approved providers are posted at the ADE website. <http://www.azed.gov/state-tutoring/approved-tutors/>.
- Tutors who register with outside providers cannot simultaneously register and tutor for an LEA (or vice versa).
- The relationship between the school/LEA should be the following:
  - If a school/LEA chooses not to participate in the State Tutoring Program, it is under no obligation to advertise for providers approved under this RFP.
  - If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.

The parent is responsible for contacting an outside provider. The Certificate of Supplemental Instruction authorizes the release of a student’s records. Schools/LEAs will not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction.

### Documentation to Keep

Ensure that documentation is available for monitoring to include the signed Certificates of Supplemental Instruction, attendance records that cover session dates, duration and students present (i.e., sign-in sheets), HQ Attestations, and backup documentation for all tutors related to their qualifications (i.e., transcripts).

### Grant Process – More Details

- 1) Administration supplies and instructional supplies will not be allowed.
- 2) Up to **\$200**, including benefits, per school site will be allowed to coordinate the program. A paid coordinator must be site staff- a teacher or counselor- but not a principal, administrative assistant or paraprofessional. An unpaid coordinator can be anyone.

### Resources

The Tutor Verification form, the Certificate of Supplemental Instruction, list of outside providers, and cut score list can be found at: <http://www.azed.gov/state-tutoring/approved-tutors/>.

If you have any questions, please contact [Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov) or [Chris.Brown@azed.gov](mailto:Chris.Brown@azed.gov).